



## UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT



No. 049

Job Vacancy

June 4, 2010

Note: US and third country citizens, who are not Family Members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of required work visa or residency visa for Colombia to be eligible for consideration.

OPEN TO: All interested candidates

POSITION: Visa Clerk  
FSN-6; FP-8\*

OPENING DATE: Friday, June 4, 2010

CLOSING DATE: Monday, June 21, 2010 by no later than 4:00 P.M.  
Eastern Standard Time

WORK HOURS: Full-Time; 40 hours/week

SALARY: \*Not-Ordinarily Resident (NOR): US \$30,684  
(starting annual salary)  
(Position Grade: FP-8 to be confirmed by  
Washington)

Ordinarily Resident: Col. Ps. 25.071.132 (starting  
annual salary)  
(Position Grade: LCP/FSN-6)

Note 1: Eligibility for NORs (see definitions  
section) depends upon funding availability.

Note 2: U.S. Citizens including U.S. Veterans  
who are not USEFMs (see definitions section) if  
hired will be paid under the Local Compensation  
Plan: Col. Ps. 25.071.132.

The U.S. Embassy is seeking an individual for the position of Visa Clerk in the  
Consular Section (CON), Non Immigrant Visa Unit (NIV).

## **BASIC FUNCTION OF POSITION**

The incumbent performs the full range of clerical duties involved in the delivering of visa services within the Nonimmigrant Visa (NIV) Unit of the Consular Section in accordance with Unit's standard operating procedures and established visa processing guidelines.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item in their application or in a cover letter.

**(All applicants must meet all the requirements listed below in order to be considered for subject position)**

- a. Education: Completion of secondary school is required.
- b. Prior Work Experience: A minimum of eighteen months of experience working in a Consular Section, in immigration law or visa-related work, or in an Embassy is required.
- c. Language Proficiency: English Level 3 (good working knowledge) is required. Spanish Level 4 (fluent) is required.
- d. Knowledge: Must have basic knowledge of United States visa categories.
- e. Skills and abilities:
  - Must have ability to work under time constraints and must demonstrate strong interpersonal skills.
  - Must be familiar with Microsoft Word; requires good keyboarding and data entry skills due to constant demand for data entry of visa application information. Proficiency in typing will be tested.

## **\*LANGUAGE REQUIREMENT:**

**Primary Language:** In order to meet the language requirement, all applicants **MUST** indicate in their applications or in a cover letter their primary or native language. A language test will not be conducted in the applicant's native language unless requested by the selecting office.

**Secondary Language(s):** When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify **ONE** and only **ONE** language as primary, first-spoken or native. **ALL** applicants will be

tested in any other language listed in the Vacancy Announcement that is not listed in the application as a primary language.

## **LANGUAGE TESTING PROCEDURES:**

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed.

English language examinations are given at First Class English in Bogota at a cost of 40,000 (Colombian pesos) and out of Bogota at a cost of 60,000 (Colombian pesos); the applicant is responsible for all costs incurred for this test.

Spanish language examinations are given at Avanti in Bogota at a cost of 40,000 (Colombian pesos); the applicant is responsible for all costs incurred for this test.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Locally Employed Staff (LES) are ineligible to apply for advertised positions within the first six months of employment in their current position.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

## TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. U.S. Citizens must submit an application for U.S. Federal Employment (SF-171 or OF-612). The form is available at the Embassy web site: <http://bogota.usembassy.gov> under the About the Embassy menu and the Human Resources – Vacancies link; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 (Member 4) with their application.
4. Colombian Citizens and third country nationals must submit an Application for Foreign Employment form. This form is available at the Embassy reception or you may request it via e-mail to: [BogotaHRAApplicationForm@state.gov](mailto:BogotaHRAApplicationForm@state.gov). The system will automatically send you the form within a five minutes timeframe.
5. Please include a cover letter which states your primary language and how you meet each of the qualifications required for the position.
6. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
7. US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá.

NOTE 1: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

NOTE 2: Internal candidates should refer to Section V of the LES Handbook with regard to salary level when promoted or reassigned to another position. Please be aware that multiple grade promotions and exception to required minimum waiting period are reviewed and approved at a Washington level based on all the requirements listed on the position description (PD), copies of this vacancy's PD are available at the HR Office. Questions should be directed to the HR Office.

## SUBMIT APPLICATION TO

American Embassy Bogotá  
Human Resources Office  
Attention: Recruitment Unit  
Carrera 45 No. 24 B-27

Alternatively you could e-mail your application to: [jobvacanciesbogota@state.gov](mailto:jobvacanciesbogota@state.gov)  
Please note that this e-mail address is a mail box only. Any messages sent to this box will not receive a response. **Please do not mail a hard copy of your application package to us if you have already sent it via e-mail.**

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

The Embassy is unable to acknowledge the receipt of applications packages due to the high volume of applications received, please assume that you were not selected if you have not heard from us within six weeks of the vacancy announcement's closing date.

**DEFINITIONS**

1. U.S. citizen eligible family member (USEFM): For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:

- U.S. citizen; and
- The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad (Colombia) at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
  - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
  - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form SF-1190, Foreign Allowances Application, Grant and Report, processed authorizing ISMA.

2. EFM: An individual related to a US Government employee in one of the following ways (Note: the USG employee must be officially assigned to Colombia):

- Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and incapable of self support. The term "children" shall include natural offspring, step-children, adopted children, and those under permanent legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse or domestic

- partner as defined in 3 FAM 1610 when dependent upon and normally residing with the guardian or custodial party;
- Parents (including stepparents and legally adoptive parents) of the employee or of the spouse or of the domestic partner as defined in 3 FAM 1610 under the conditions stated on 14 FAM 511.3.
- Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse or domestic partner as defined in 3 FAM 1610, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
- Spouse or same-sex domestic partner as defined in 3 FAM 1610.

3. Member of Household (MOH) – An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission (Colombia), or at an office of the American Institute in Taiwan, and who is under chief of mission authority. An MOH is:

- Not an EFM; and,
- Not on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of the sponsoring employee; and,
- Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. An MOH may or may not be a U.S. citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (see definition of ordinarily resident below) in the host country; and
- Is not subject to host-country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan (LCP).

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

**All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).**

**IF YOU MEET ALL THE REQUIREMENTS FOR THIS POSITION, PLEASE  
SUBMIT YOUR APPLICATION FORM NO LATER THAN THE CLOSING DATE  
MONDAY, JUNE 21, 2010 AT 4:00 P.M. EASTERN STANDARD TIME.**

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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